

CAPPS Financials — User Group Meeting Minutes

Thursday, July 30, 2020

9–11 a.m.

(Webinar Only)

I. Welcome (Tony Martin)

- This is a Webinar through Webex.
- User Group meeting materials are posted on FMX.
 - To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC.BA@cpa.texas.gov.
- There is a Level 1 training following this meeting.

II. Organizational Update

- Jeremiah Jarrell will be taking over as the Area Manager for the Support Operations Area. He will be overseeing all production support sections, including CAPPS Financials and HR/Payroll and the newly renamed Mainframe and Ancillary Systems Support Team.
- Chelsa Vinklarek will be taking a new position as the CAPPS Product Manager. As the Product Manager, Chelsa will have an opportunity to focus on all code changes from deployment, production, security, and reports development. She will be tracking short term release plans and long-term product roadmaps.

III. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 07/30/20** document was reviewed.
 - For the month of June, there were 788 active SRs with 277 in high priority status. There were no critical SRs.
 - As shown on the Trend chart, there were 366 SRs opened and 317 closed in June.
 - CAPPS support staff opened 52 tickets regarding HX Recycle items. Only seven agencies responded therefore, only seven HX recycle tickets were closed.
 - The numbers are trending up from last year. The uptick is due to this year's Image Upgrade activities including smoke testing and other items beings worked on.
- **Governance Approved Enhancements**
 - The **CAPPS Financials Governance Approved Enhancements 07/30/20** were reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 07/30/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

IV. Upcoming Vote: SRs Submitted to Governance (Tony Martin)

- The **CAPPS Financials SRs Submitted to Governance 07/30/20** document was reviewed.
 - SR 19268 is for the Cash Receipts (CR) module. This is an enhancement request to make the functionality of the CR Accounting Entry page more robust and improve the searching criteria and search times.
 - SR 14612 is for the Cash Receipts (CR) module. This is an enhancement request to modify the way CR accounting entries are created to allow users to add eligible receipts to the Correction Batch.

V. Project Update: FIN FY20 Deployment Project Updates (Jay Ingram)

- The **CAPPS FY20 FIN Agency Deployment Project 07/30/20** document was reviewed.
- The project is green and on track, overall it is 94 % complete. There are eight deploying agencies. The Soft Go-Live date is Aug. 10, 2020, and the implementation date is Sept. 1, 2020.
- Key Activities:
 - Summer Train the Trainer Sessions continue.
 - User Acceptance Testing (UAT) finished on July 17. We have received UAT sign off from all agencies.
 - Cutover Activities for Soft-Go live are scheduled to begin August 17th through August 28th.
 - Executive Sponsor Calls have been completed.

VI. Discussion Topic: Business Objects 4.2 Upgrade (Tony Martin)

- The NON-Production Business Objects (BOBJ) QA (test) environment outage began on Friday, July 24 at 5:00 p.m. and became available Thursday, July 30 at 9:00 a.m.
- Agency testing of BOBJ 4.2 will begin Monday, August 3 through Friday, August 14.
- The Production environment outage will begin on Friday, August 28 at 5:00 p.m. through Wednesday, September 2 at 7:00 a.m. It is recommended to run all reports before August 28.

VII. Discussion Topic: CAPPS Fiscal Year-End Downtime

- Fiscal Year-End Downtime has been communicated through email and is available on FMX.
- Deadlines and important dates were discussed. The following dates are discussed:
 - **August 28, 2020** – The Business Objects (BOBJ) Production environment is unavailable as of 5:00 p.m.
 - **August 31, 2020** – All scheduled interfaces will run. The batch-scheduled Budget Checking Doc Tolerance, Matching and Posting processes will run on the normal schedule. CAPPS will be unavailable beginning at 5:00 p.m. for year-end activities. The Accounting Date for any AP vouchers in error status must be manually changed to 09/01/2020 or they will not be journal generated on Tuesday, September 1st.
 - **September 1, 2020** – CAPPS will remain unavailable due to year-end activities. USAS inbound and outbound interfaces will run, bringing in the HX file to CAPPS.
 - **September 2, 2020** – All scheduled interfaces will run. CAPPS will be available for users at noon.
- Agencies should have received a notification by SR that all activities have been complete.
- If you need assistance for any year-end, new year set up and/or budget set up activities, please submit an SR as soon as possible and do not wait until the last minute.

VIII. Upcoming Meetings

- Thursday, August 20, 2020
- Thursday, September 24, 2020